

GROUP DIRECTOR OF PEOPLE & CULTURE

Job Description

Responsible to:	Chief Executive Officer
Responsible for:	Head of Human Resources Head of People and Culture Shared services Senior HR Business Partner Area Chaplains
Hours of Work:	40 hours per week generally worked within office hours, Monday to Friday, with occasional evening and weekend work
Work Location:	Required to work across all sites but with regular visits to the People and Culture team base in South Ealing

Job Purpose

As Group Director of People and Culture you would lead on developing the people, creating the culture, and embedding the Christian ethos that enables YMCA St Paul's Group to be a great place to work and helps its staff and volunteers create places where young people thrive and communities flourish. As part of the Executive Team, you will help shape YMCA St Paul's Group, so it can be an excellent, inclusive and life transforming deliverer of services across the regions we work in.

Organisation Context

YMCA St Paul's Group (SPG) is one of the largest YMCAs in Europe and a leading provider of supported housing and community services in London. The vision of YMCA St Paul's group is to empower young people by providing the resources and support so they can thrive. We wish to create inclusive, active and healthy communities where everyone can flourish.

- We provide housing and support to those in need of a place to call home and support them with services that empower them to build a positive future.
- We support children, young people, and families to be safe, healthy, connected, and confident.
- We bring people together by encouraging them to be healthy, physically and mentally.
- We help nurture an environment where people of all faiths and none have the opportunity to understand and express the love of God.

To achieve the above, the People and Culture team are focused on enabling the Charity to respond to the future with an equipped and empowered workforce that is flexible and agile.

Our core values underpin the way that we deliver our work and our aim is to create an inclusive culture where our staff, residents and customers feel a sense of belonging and can be their authentic selves.

Duties and Responsibilities

As Director of People and Culture you are responsible for:

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

Providing Strategic leadership

- Driving a bold and inclusive People Strategy that is based on the foundation of a Christian ethos.
- Championing YMCA's Christian values while nurturing an inclusive culture in line with its values.
- Inspiring and demonstrating authentic and effective servant leadership, as envisaged in YMCA values, which supports, develops, motivates and inspires managers and teams to maximise their full potential and contribute to the achievement of the charity's vision and strategy.
- Championing and developing standards of performance and expectations of behaviour across the Charity which reflect YMCA values and ethos.
- Developing an effective working relationship with the Board of Trustees, providing reports for and attending Board and Sub Committee meetings as required and keeping the Board apprised of key issues relating to the role's area of responsibility.
- Deputising for other Executive Leaders within the Charity as and when required.

Stewarding our Christian Ethos

- Leading or participating in spiritual sessions of prayer and spiritual reflection within the team as well as the wider Charity.
- Empowering YMCA's chaplaincy team to support staff and communities as they support staff, residents and other customers.
- Supporting relationship building with external faith bodies and senior leaders.
- Supporting the development of theological and ethical frameworks that support organisational decision making.
- Ensuring a programme of regular and annual events that help staff, volunteers and service users understand and engage with the Charity's Christian faith basis.
- Coordinating involvement in and attendance at Regional, National and International YMCA events that help support and develop the wider Federation's Christian ethos.
- Coordinating pastoral as well as HR responses in the event of significant events.

Curating an inclusive culture through organisational development

- Driving a high-performing, purpose-driven workforce that understands the vision and mission of the Association.
- Embedding a culture of excellence in people leadership, ensuring that the Association's HR policies and procedures are observed consistently to maximise individual, team and organisation wide performance.
- Introducing and overseeing strategies that increase Diversity and Inclusion, enriching the Charity's culture and effectiveness.
- Leading on organisational internal cultural development, with a particular emphasis on taking forward and embedding a shared sense of identity across the Association, and the development and embedding of the new collaborative team structures.
- Overseeing the development and monitoring of the Volunteering and Apprenticeship strategy.

Ensuring HR Excellence

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- Upholding legal and ethical standards across people practices in employment matters including, but not restricted to, Employment practice, Safeguarding, Confidentiality, Data Protection and Health and Safety guidelines and policies.
- Mentoring and guiding to the Head of HR, Head of Organisational Developing Shared Services, ensuring that the HR teams provide high quality specialist advice, support and training for managers and employees, that reflects the Charity's vision and values and contributes to effective organisational performance.
- Fostering open communication through regular team engagement to ensure good communication and that best practice is disseminated, encouraging a cohesive staff team who support one another's roles.
- Overseeing the completion and timely submission of all HR paperwork, such as Staff Changes, Starter and Leaver Forms.
- Positively recognise and effectively utilise the skills which individuals bring to the staff team.

Ensuring Robust Financial and Budgetary Management

- Steering financial planning and resource alignment and planning for the Association and ensuring that budgets for all areas under this role's leadership are developed, monitored and controlled effectively in line with agreed policies, practices and financial plans.
- Working with the Head of HR, the Head of OD and HR Operations Manager to set annual budgets.
- Overseeing strategic investment in people and culture, in conjunction with the Heads of service, and overseeing price increases, ensuring that the team operates within its budgetary parameters.
- Tracking impact through robust financial and performance metrics and producing reports as and when required by management.
- Identifying alternative sources of funding for new pieces of work, working with the Fundraising department where appropriate.

Scope and Limits of Authority

The Director of People & Culture will have wide ranging delegated authority, which must always be exercised with probity and integrity. The Board of Trustees will regularly review these delegated powers to ensure that internal controls are maintained and enhanced.

GROUP DIRECTOR OF PEOPLE

Person Specification/Key Competences

KNOWLEDGE	
Essential	Desirable
A practising Christian with leadership experience from Church in membership of Churches Together in Britain and Ireland	
Degree level education or equivalent in terms of either a relevant professional/specialist HR qualification.	Educated to degree level with a recognised qualification in Theology and/or Leadership
Knowledge of strategic management and business planning	Knowledge of social enterprise and other not-for-profit business models
High degree of expertise in employment law	Knowledge of Company Law
Knowledge of effective people management including organisational development, including performance management	
Chartered or Fellowship Member of CIPD or equivalent body	
EXPERIENCE	
Essential	Desirable
Experience of leading an HR or other internal service department or holding a senior position in a major department with over 250 members of staff over dispersed sites	Experience of working in the charity sector, on either a paid or voluntary basis, such as in the capacity of Trustee
Experience of working with committees, Boards and stakeholder groups	
Strategic management experience, including business planning, annual reporting and monitoring organisational performance	Experience of working in a highly regulated environment
Comprehensive experience of managing organisation change, TUPE, redundancy and redeployment	
ABILITIES AND SKILLS	
Essential	Desirable
Ability to develop long term people, organisational development and business strategy	
Strategic thinker, with proven ability to step back from the day to day running of a department	
Excellent interpersonal skills, with effective collaborative/consultative approach to working with colleagues at all levels	

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Capable networker and relationship manager, both internally and externally	
Strong presenter, persuader and influencer with the ability to communicate ideas and proposals, both verbally and in writing in a compelling manner to colleagues, Trustees and external stakeholders	
Competent IT skills as a user of systems required for this role	Experience of overseeing HRIS system implementation.
BEHAVIOURS	
Essential	Desirable
Confident in working with Chief Executive and the Board, as well as senior external figures	
Assertive yet diplomatic, with an understanding of and commitment to servant leadership concept	
Highly organised and pragmatic	
Able and willing to travel across the Group sites and services on a regular basis	
Able and willing to work occasional weekends and evenings.	

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